

SIGNS

FOR SALE

XYZ CONSTRUCTION CO.

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Prepared By:

Community Development Department

Village of Burr Ridge

January 15, 1992

INTRODUCTION

Before you begin to erect a sign, it is very important that you become familiar with the Village of Burr Ridge building and zoning regulations which apply. This pamphlet has been prepared by the Village of Burr Ridge Community Development Department to assist you in this process by summarizing those regulations, as well as the procedures which you must follow. It is our hope that this pamphlet will be helpful to you.

Please remember that the Village regulations exist for your protection and that the Community Development Department is operated for your benefit. If you have any questions which are not answered in this pamphlet or in the building permit application materials which will be given to you, please call the Village Hall at 654-8181.

BEFORE YOU START...

Before planning your sign, you (or the person/company you retain to erect your sign) should check on a number of items, including:

- Zoning restrictions on your property.
- Any restrictive covenants recorded against your property which regulate structures. Even if you do not have an active homeowners association, there may be restrictive covenants. The Village does not have such records. A copy of any restrictive covenants should have been given to you during your closing. If not, check your title report for a reference to them. Covenants are recorded against the land; once you have the document number from your title report, you can obtain a recorded copy from the County Recorder.
- Easements on your property. Easements will appear on your legal plat of survey. Structures cannot encroach on easements.
- Make sure that the contractor you hire is reputable. As the property owner, you are responsible for what takes place. Therefore, it is even more important to be careful in selecting a contractor.

MAKE SURE THAT YOU HAVE A BUILDING PERMIT BEFORE CONSTRUCTION STARTS

ONCE YOUR SIGN IS UNDER CONSTRUCTION...

- **DO NOT** ask your contractor to make changes from the approved plans without first obtaining approval of the Building Commissioner.
- **MAKE SURE** that all required inspections are requested. Inspections must be requested at least 24 hours in advance. Failure to have a required inspection could be very costly to you and could delay progress on your building project.
- **REMEMBER** that the Community Development Department, the Building Commissioner and the inspectors are here to help you. When in doubt, it is always best to ask before you do anything regarding your construction in progress.

SIGNS

I. Forms and Drawings:

A. Ground Mounted Signs:

*When requesting a permit to construct a sign, the following items must be submitted:

- Complete Permit Application (attached)
- Plans and specifications (three copies) indicating the following:
 - Method of construction
 - Location
 - Type of support
 - Type of illumination
 - Lighting intensity measured in foot candles
- Two sketches indicating the following:
 - Sign faces
 - Exposed surfaces
 - Wording

NOTE: Drawing must be accurately represented in scale as to size, proportion and color.

- Plat of survey or drawing indicating the following:
 - North arrow.
 - Location of sign.
 - Location of the property upon which the sign is to be erected.
 - Position of the sign in relation to nearby buildings or structures. Note dimensions on this drawing.
- Written consent of the owner of the land on which the sign is to be erected.

B. Wall Mounted Signs

*When requesting a permit to construct a sign, the following items must be submitted:

- Complete Permit Application (attached)
- Plans and specifications (three copies) indicating the following:

- Method of construction
- Location
- Type of support
- Type of illumination
- Lighting intensity measured in foot candles
- Two sketches indicating the following:
 - Sign faces
 - Exposed surfaces
 - Wording

NOTE: Drawing must be accurately represented in scale as to size, proportion and color.
- Plat of survey or drawing indicating the following:
 - North arrow.
 - Location of sign.
 - Location of the building or structure to which the sign is to be attached.
- Written consent of the owner of the building or structure on which the sign is to be erected.

II. Approvals

- Subdivision\Development Entryway Signs must be approved by the Board of Trustees.
- Wall mounted signs over 20 feet tall must be approved by the Plan Commission.

III. Restrictions:

- Maximum of three (3) colors.
- For further specific restrictions, see the Sign Ordinance or contact the Community Development Department.

IV. Fees:

Exam Fee:	\$75.00
Sign Permit:	\$1.25/square foot (\$75.00 minimum)

V. Inspections:

- Work must be completed within six (6) months of the date the permit is issued.

- Final inspection will be made by the Building Inspector at the end of this six month period.

VI. **Temporary, Exempt & Prohibited Signs**

While many signs require permits, some signs either do not require permits or are altogether prohibited. See the Sign Ordinance for a list of, and definition of these signs, or contact the Community Development Department.

APPLICATION FOR SIGN PERMIT

PERMIT # _____

DATE: _____

Application is hereby made for a sign to be erected on:

Lot # _____ Subdivision _____ Type of Zoning _____

Location _____

Owner _____

Address _____ Phone # _____

Contractor _____

Address _____ Phone # _____

Electrician _____

Address _____ Phone # _____

Estimate Const. Cost: \$ _____ Gross Surface Area _____ Dimensions: Length _____ Height _____

Lineal Feet of Frontage of Lot: _____

How far does sign project across the property line over the sidewalk or into a public right-of-way?

Distance from sign to nearest driveway: _____ parking area: _____ street intersection _____

Is the sign in direct line of vision of any traffic signal? YES _____ NO _____

Does the sign project higher than building height? YES _____ NO _____

Lowest elevation of sign above curb level: _____

Overall height of sign above curb level: _____

Type of Construction: _____

Type of Anchorage or Support: _____

Illuminated: YES _____ NO _____ Flashing: YES _____ NO _____

Color if Illuminated: _____

Number of Feeder Circuits: _____

Number of Branch Circuits: _____

Motor Size: _____

Total amount of signage on building and/or property: _____ square feet

Exam Fee: _____ Receipt # _____

Signature _____

Permit Fee: _____ Receipt # _____

Date _____

APPROVED: _____

DATE: _____

DATE ISSUED: _____

Attach written consent of the owner of the building, structure or land which the sign is to be erected.